

8 January 1979

MEMORANDUM FOR: RMO/OIA

FROM :

NFAC Records Management Officer

SUBJECT : NFAC Chrono Files -- Recommendation for  
Change in Disposition Instructions

1. Attached are draft memoranda recommending a change in the NFAC Records Control Schedule, Item 10a, chronological files at the Deputy Director and Office Director level. Events over the last year have caused me to re-evaluate the decision to designate these files as permanent and to discuss my misgivings with the NFAC Executive Officer. He agrees that the problems may outweigh the merit.

2. Before formalizing the request to change the disposition instructions for the chronos from permanent to temporary, I would like concurrence by the appropriate official in your office on the signature line below. If there are any questions please let me know.

Attachments:  
As stated

Concur:

Signature and Title

Director, OIA

Date

11 Jan '79

D R A F T

8 January 1979

MEMORANDUM FOR: NFAC Executive Officer

FROM

..

[REDACTED]  
NFAC Records Management Officer

SUBJECT : NFAC Chrono Files -- Recommendation for  
Change in Disposition Instructions

1. This memorandum reviews the justification for current disposition instructions for chronology files (duplicate reference copies filed by date) at the Deputy Director and Office Directors level as stated in the NFAC Records Control Schedule and recommends that the disposition be changed from permanent to temporary.

2. The NARS Appraisal Handbook takes the position that "chrono" files basically duplicate the subject files and therefore are non-record material, which material may be destroyed when no longer needed. Agency

[REDACTED]

3. The NFAC Records Control Schedule, 29-76, Item 10.a., lists chrono files at the Director, NFAC and Office Director level as permanent. The rationale for this was that at the higher echelons of the Agency these files could serve as informal chronological indices of component activities. Several offices have used them in this context with a good measure of success.

4. There are several problems with retention of reference chronos on a permanent basis.

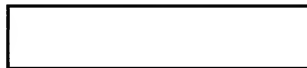
a. Only five percent or less of the overall records produced or compiled by a single component is in fact permanent. Even after review and purge of the files, the chronos may contain temporary material that would have been destroyed in the main subject file. To the degree that such a review was poorly done or ignored entirely, the percentage of temporary records left in these files could increase up to 100%.

b. Chrono files could well become a shopping list for FOIA and Privacy Act Requesters. Inherent in this are many problems. Much of the correspondence in these files concern matters deemed of only temporary value and may be mere transmittal memoranda referencing other documents long destroyed. Also intermingled in the average chrono files are correspondence of a personal or semi-personal nature never intended to serve any purpose beyond the personal ones of the writer. Release of this type of correspondence could prove to be needlessly embarrassing.

c. Under Executive Order 12065 all records, except foreign must be reviewed for declassification after twenty years (foreign is thirty years). Chronos duplicate subject files by their very nature--extra copies for ready reference. This duplication of permanent subject files and the interfiling of temporary material places an unnecessary burden on those responsible for conducting the records review under the Executive Order.

5. All of the above lend credence to this request to change the disposition of chrono files to temporary. The only possible value in keeping these as permanent is reflected in paragraph 3 above, that is, they serve as informal chronological indices of component activities. This is outweighed by the concerns outlined in paragraph 4 above and the additional manhours needed to service all existing records under the provisions of the FOIA, Privacy Act and EO 12065.

6. It is recommended that: a. disposition instructions for chrono files be changes to reflect that all such files are temporary in accordance with usual Government practices; b. you concur in the attached memorandum requesting ISAS/DDA to take measures to effect this change.



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Attachment:

~~As stated~~

Memo to RAB with  
revision attachment

D R A F T

8 January 1979

MEMORANDUM FOR: Chief, Records Administration Branch, ISAS/DDA  
THROUGH : NFAC Executive Officer  
FROM :   
NFAC Records Management Officer  
SUBJECT : NFAC Chrono Files -- Recommendation for  
Change in Disposition Instructions

1. It is requested that disposition instructions for Chronological Files, Item 10a of NFAC Records Control Schedule, No. 29-76 be changed from permanent to temporary to conform to usual Government practices.
2. Attached for approval is the amended disposition instructions.
3. Please let me know if further action by me is required.

Attachment:  
As stated

CONCUR:

\_\_\_\_\_  
NFAC Executive Officer

\_\_\_\_\_  
Date

OLD SCHEDULE  
AND ITEM NO(S).

NEW  
ITEM  
NO.

Approved For Release 2004/01/28 : CIA-RDP82T00285R000200020006-6

CLASSIFIED  
FOR OFFICIAL USE ONLY

DISPOSITION INSTRUCTIONS

10 Chronological Files

A chronological file of all correspondence originated by component retained as a ready reference.

- a. Deputy Director and Office Director Files

Temporary. Destroy 5 years after cutoff or when no longer needed, whichever is sooner. Cut off at end of each calendar year, maintain in office area or transfer to Agency Records Center for a total period not to exceed five years after cut off, and destroy.

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MEMORANDUM FOR: [REDACTED] Approved For Release 2004/01/28 : CIA-RDP82T00285R000200020006-6

NIAC PLANS + PROGRAMS STAFF  
2F28 HQTRS - [REDACTED]

STAT

GINNY,

HERE ARE SOME COMMENTS ON  
THE QUESTIONS YOU RAISED YESTERDAY-  
HOPE THEY ARE HELPFUL-

STAT

Ex O., OIA

Approved For Release 2004/01/28 : CIA-RDP82T00285R000200020006-6

Date

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13. The implementation of Recommendation 21 in OIA would be physically difficult because the Office has no currently unoccupied area large enough to accommodate the copy and microfilm printing machines, the additional people that would be required to operate the machines, the supplies and key operating materials for the machines, or the filing and storage equipment that would be required for added record keeping. Many reallocations of office space and costly renovations would have to be made in order to prepare such an area.

Implementing this recommendation would create a copying bottleneck -- leading<sup>to</sup> a backlog that would significantly restrict the speed and efficiency of production within the Office. Not only would reproduction of classified documents originated by this office be delayed, but other materials (such as journals, newspaper articles, and collateral documents) which are essential to analysis could receive such low copying priority that analysts would be unable or unwilling to have them reproduced<sup>d</sup>, thereby significantly degrading the intelligence value of their files. Analysts may elect to store entire documents (requiring considerable additional storage space) if they are unable to get desired portions of the documents reproduced in a timely manner. Further, even if portions of documents could be reproduced quickly, the amount of control involved in accounting for isolated pages of a report would make it impractical. Similar problems could occur regarding the use of the microfilm printers. If an analyst must sign for a print copy which will begin to fade after a period of time, he might just as well be responsible for the original copy.



14. One alternative implementation of the intent of Recommendation 21 more suitable to our needs might be to eliminate the requirement for locating copiers and microfilm printing machines in a central registry -- rather these machines could remain in-place and be equipped with key operated interlock switches permitting their use only by designated personnel. Designated secretaries or clerk typists would be the responsible copier operators for their divisions, with backup provided by existing registry personnel. Since secretaries are already familiar with the control and reproduction of their divisions' product, this would require <sup>no</sup> additional personnel. This proposal would identify responsible operators but would eliminate the costly task of providing a centralized copying room.